



**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY
Page 1 of 2**

#T1984 *TRAINING MANAGER (Safety And Training Manager)

***MONTHLY SALARY: \$5369 to \$6503**

***APPLICATION FILING PERIOD: FIRST DATE: January 26, 2007**

LAST DATE: March 23, 2007

Applications received later than 5:00 p.m. on the last date to apply will be rejected. Please apply promptly since vacancies may be filled as soon as a sufficient number of applicants has been processed. Persons may apply only once during this application filing period. Future application filing periods may be announced.

***HOW TO APPLY:** Submit a completed **DATA ENTRY FORM** and **STANDARD EMPLOYMENT APPLICATION (together with all required attachments)** for this position. Your Standard Employment Application will be made available to the hiring department(s). Please submit requested materials only. **NOTE: If you are completing an online application and submitting it via the internet, you do NOT need to complete a Data Entry Form.**

SUPPLEMENTAL QUESTIONS – In **Section 4 of the Standard Employment Application**, you must list your responses to the following numbered questions. Read the directions on the application form carefully and be sure to follow all instructions.

1. Describe your experience in managing training programs of significant size and/or complexity.
2. Describe your experience in managing staff, resources, and logistics for projects of significant size and complexity.
3. Describe your experience in communicating and collaborating with employees at various levels within the organization (entry level through managerial employees).
4. Describe your experience in developing and implementing a broad variety of training topics including policy, supervisory, professional growth, safety and technical skill trainings. Include examples involving needs assessment, extensive curriculum design, and development of resource materials for supervisors.
5. Describe your experience working with consultants, regulatory agencies, professional organizations, educational institutions or other departments/organizations in order to develop trainings, ensure compliance, share resources, and/or benchmark training activities.
6. Describe your experience in providing computer-based, video-based, internet, experiential (field-based), and/or other non-classroom forms of training.

REQUIREMENTS: You must meet the following requirement(s) by the last date to apply, unless otherwise indicated.

EDUCATION: A Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter units). **Attach proof of degree and/or transcripts showing the total number of completed semester/quarter units to your application. Note: A major in education or closely-related field is highly desirable.**

- AND -

***EXPERIENCE:** Four years of full-time experience developing, implementing, administering, and evaluating comprehensive training programs for entry level through managerial level employees that include safety, policy, supervisory, professional growth, and technical skill trainings. **Experience managing staff, resources, and projects of significant size/complexity is required.** Involvement in professional training organizations is highly desirable.

Qualifying experience may include the following:

1. Developing and administering a wide range of training programs for personnel on a department-wide or organization-wide basis.
2. Developing and administering training programs for personnel who work in maintenance, safety, and/or community service programs.
3. Applying the Human Performance Improvement (HPI) Model to department-wide or organization-wide concerns, and designing and implementing the best course of action.
4. Analyzing and interpreting regulations and/or legislation, identifying the impacts on the safety and training needs of employees, and determining the best methods for implementing the requirements.
5. Managing consultant contracts and monitoring training program expenditures.

LICENSE: A valid California Class C Driver's License is required at the time of hire.

***DUTIES:** The Training Manager position in the Park and Recreation Department is responsible for managing a department-wide training program that includes administering City and Department policy, supervisory, professional growth, safety and technical skill trainings to all levels of employees in a wide variety of job classifications. Safety and Training Manager positions exist in various City departments; duties and emphasis on safety management and training vs. a comprehensive department-wide training program may vary by position. For example, **Safety and Training Managers** can develop and administer safety and training programs for major operating divisions or departments. They can plan, coordinate, supervise and review the work of professional staff involved in department-wide training, occupational safety and health, hazardous material control and management, and/or emergency disaster preparedness programs. Duties may include assessing training needs; developing, administering and evaluating training, health and safety, and emergency and disaster preparedness programs; monitoring changes in governmental regulations; analyzing and interpreting accident and injury data to develop standard industry loss rates; overseeing budget preparation; developing and administering contracts; preparing reports; providing information to regulatory agencies, community groups and the general public; making presentations to the City Council and community groups; serving as the City's representative on various boards and committees; training, supervising, and evaluating the work performance of subordinates; and performing other duties as required.

***THE SCREENING PROCESS** will consist of a comprehensive evaluation of the **Standard Employment Application** for applicable education, experience and/or training. Only those applicants whose qualifications most closely relate to the position requirements will be placed on the eligible list.

ELIGIBLE LIST: Candidates that were successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **two years**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which **may** include, but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; background investigation; polygraph examination; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice and the Federal Bureau of Investigation for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

MAS/June 11, 1999/*Safety and Training Manager (Recruiting Title: Training Manager)/*Rev. 5 (01-26-07)/Class 1972

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER